

FILED: *Meetings*
RETURN TO
RECORDS MANAGEMENT DIVISION

Items to be discussed at staff meeting of 22 August 1955

1. Leave balances
 - a. Requesting Leave
 - b. Approval of Leave
2. Assignment of [] effective 16 September
3. [] going to Ford Foundation for two years.
4. Personnel ceiling - on duty strength as of 31 July
 - Management Staff - 70 maximum
 - 68 actual
5. a. Flexo-Writer
 - b. Copy machine (The Secretary)
6. Weekly Reports due in by noon on Wednesday
7. Survey in Office of Personnel
8. Assignment of []
9. New employees - []
10. Transfer of []
11. Discussions with Staff employees.

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